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CIA-RDP70-00211R000200150007-5

Chief, Management Staff

17 February 1956

Chief, O&M Staff (DD/I and DD/S Areas)

Work Report, Week Ending 17 February 1956.

1. Project 5-80, Review of Procedures, Printing Services Division

a. The time lag in turning out statistical reports for the Printing Services Division by the Machine Records Division has been cut from eight work days to two. One full report was discontinued and the key punching of unused data eliminated. With the cutting of the time lag for rendering reports by IBM, consideration for substituting McBee Keysort as a statistical gathering mechanism is being dropped.

b. A preliminary check has been made of the routine procedures of the Supply Section of the Printing Plant. The elimination of time-consuming posting to the voucher control register has been accomplished as it was found the data being entered served no useful purpose.

2. Project 5-1a, Fiscal Division. Payroll operating groups have been cut from five to two and the T/O will be reduced by two positions. This reduction is in line with oral recommendations made by the Management Staff; however, in our final report to the Comptroller, it is contemplated that we also recommend reduction in the numbers of payroll clerks by at least two in addition to three supervisors.

3. Project 6-16, Survey of Personnel Procedures

a. Manpower Control System. A procedure booklet has been reproduced and distributed to the interested officers. Mr. [REDACTED], (Chief, Admin Staff) will arrange to present the final plans to General [REDACTED]. Commo personnel are being slotted to the new T/O.

b. Mr. [REDACTED] was accompanied to a meeting with key personnel of the Records and Services Division, Office of Personnel, to discuss the possibilities of simplifying the Agency system for processing personnel actions through the use of new machines. This possibility is of primary concern in relation to the installation of the new Staffing/Development Complement concept.

[REDACTED] - Arrangements were made with the Forms Management Branch to re-design an improvised key form used by Commo in processing personnel actions through the Career Service Board. The re-designed form will be submitted for concurrence next week.

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4. Project 4-110, Destruction and Disposal of Classified Waste [REDACTED]. A follow-up was made with OGA, Region 3 with respect to the pulper at The Pentagon, and a report prepared.

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5. Project 6-25, Personnel Records Survey [REDACTED]. The records in Office of Logistics, (OL) and OBI have been surveyed and surveying is continuing in OTR and FE.

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6. Project 6-24, Survey of Separation Procedures [REDACTED]. Interviews have been held with the following key Chiefs: Contract Personnel Division, Military Personnel Division, Building Supply Office, O&L Branch of Finance Division, Inventory Disposal and Adjustments Section, OL and Finance Division. Mr. [REDACTED] of the Technical Accounting Staff has agreed to confine his survey of the problem to internal Comptroller's Office matters. As a result of the perfunctory examination of the problems and procedures in the foregoing components, it appears that the project will be of an extremely broad scope. It is apparent that examination in depth of procedures, records, responsibilities, etc., in many Agency components including operating components will be necessary as well as at least 17 known Agency components that are involved in clearing separating personnel. Some of the problems that have already emerged from our study, are as follows:

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a. There is a multitude of regulatory issuances (including CSI's) pertaining to, or containing references to, procedures for clearance of separating personnel, including two more proposed regulations now being circulated for concurrence. In spite of this multitude, the regulations do not adequately prescribe procedures for military personnel, integrees, agents and similar types of employees.

b. Personnel and components most actively concerned with the clearance of separating components have not been given adequate opportunity to participate in the creation of adequate regulatory material.

c. Agency components are extremely lax in their implementation of existing regulations.

d. Central administrative components, particularly Personnel and Logistics, hesitate to attempt to exercise any control or supervision over the operating components, particularly Area Divisions, in regard to records and procedures employed and apparent delinquencies.

e. There are virtually no controls over the manner in which property, which is issued by OL to Agency components, is acquired by individuals.

f. Procedures in the Office of Logistics for clearing personnel are sketchy.

7. Project 5-46, ELINT Study [REDACTED]. Comments on the proposed CIA Regulation have been received from all members of the ELINT Advisory Committee except ID/P. OSI has objected to the over-riding authority of the ELINT Staff Officer for reviewing and approving programs and activities, and this problem will probably have to be resolved by the DDCI.

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8. Project 5-73, OSI Reorganization [REDACTED]. Responses from Personnel and Budget are expected within a couple of days. Mr. [REDACTED] has stated that no decision can be made about "Area" title or two positions that we requested in the Fundamental Sciences Area until Dr. [REDACTED] returns next week. All OSI divisions and staffs are writing branch functional statements.

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9. Project 6-20, Survey of Institute Files [REDACTED]. No change in status.

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10. Project 5-62a, Survey of Industrial Register [REDACTED]. Messrs. [REDACTED] met with the Chief and Deputy Chief, IR, Chief, Support Branch and Chief, Index Section, IR and the Executive OCR to continue discussions of our tentative recommendations. The Chief, IR is preparing a written evaluation of our proposals, after receipt of which a final report will be prepared for submission to the AI/CR.

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11. Project 5-62, Study of all Registers, OCR [REDACTED]. Further action deferred pending completion of above project.

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12. Project 5-71, Map Library Regulation [REDACTED]. Draft has been submitted by the AI/RR to the Regulations Control Staff. Final report will be made next week.

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13. Project 5-72, Cartographic Support Regulation [REDACTED]. No change in status.

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14. Project 6-21, Study of Agency Clipping Services Provided by OCR and DD/P. Unassigned.

15. Project 6-14, Study of Overtime Practices. No change in status.

16. MS-784, Office of Security Increase in Ceiling [REDACTED]. A reply has been received from Personnel indicating no classification interest but no reply has been received yet from Budget.

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17. MS-751 T/O Change, Procurement Division, Office of Logistics [REDACTED]. Completed.

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18. Miscellaneous

OCI is preparing a request to transfer its teletype room including funds, T/O, ceiling and personnel, to Commo. The Executive Officer, OCI, has been advised to obtain [REDACTED] concurrence prior to final submission of the request.

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